



Marisol Rodriguez <marisol.rodriguez@lacity.org>

PAL Exec. Director position open

1 message

Kerry Morrison <kerryhmorrison@gmail.com>

Fri, Apr 15, 2016 at 5:15 PM

Cc: Valerie Lord <vlord@hollywoodpal.org>

Bcc: marisol.salguero@lacity.org

Hi friends,

Passing along this position announcement to you for the Hollywood Police Activities League.

Please canvas your network to see if there are any potential candidates who may be interested in this position. The search committee made an offer to someone this past week, and that person had accepted another position, so they are looking to re-group, but they want to move quickly. There are other candidates in the wings, but they have reached out to me to see if there might be other names to consider.

The current ED, who is excellent, is Valerie Lord, and she is leaving on maternity leave in about a month and will not be returning full time. So, time is of the essence.

If you have someone to recommend – or if they would want to speak directly with Valerie, I have copied her here.

I was on this board for about 12 years, and served as chairman for 5. It is a wonderful organization, and continues to have great potential to grow.

Kerry

KERRY MORRISON*Executive Director*

[Hollywood Property Owners Alliance]

6562 Hollywood Blvd | Los Angeles, CA 90028

323.463-6767 | kerry@hollywoodbid.org | onlyinhollywood.org



Executive Director Job Description 2016.docx

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**HOLLYWOOD POLICE ACTIVITIES LEAGUE
EXECUTIVE DIRECTOR
JOB DESCRIPTION**

SUMMARY STATEMENT: Under the direction of the Board of the Directors, the Executive Director provides the professional leadership that enables the organization to fulfill its mission, including responsibility for the overall management, growth and development of the organization.

RESPONSIBILITIES:

A. LEADERSHIP & MANAGEMENT: Provide appropriate and effective leadership for all levels and aspects of the organization including:

1. Oversee all administrative, human resources, financial and planning functions of the organization
2. Implement of goals, objectives, policies, procedures and work standards
3. Establish a positive organizational environment that motivates high volunteer and staff performance
4. Provide information and guidance to the Board of Directors to fulfill its governance role
5. Attract and engage community supporters
6. Development and maintain operational policies and procedures
7. Maintain of information and communication systems to serve the program and operational needs
8. Maintain risk management and liability protection
9. Implement and maintain annual employee review system that provides accountability for quality performance and staff/volunteer development

B. FINANCE & DEVELOPMENT: Ensure the development of resources needed to sustain and grow programs and operations, including:

1. Oversee the fiscal management of the organization (Annual Budget: \$300K)
2. Oversee planning and execution of fundraising events
3. Oversee grant-writing process
4. Monitor and control financial performance against budget expectations, and produce solutions for significant variances
5. Direct and maintain appropriate financial compliance, reporting and auditing activities to ensure financial integrity and viability of the organization.
6. Work with the Board of Directors to create long-range strategic development plan and vision to ensure that Hollywood PAL maximizes opportunities and grows funding sustainability
7. Develop and cultivate relationships with individuals, foundations, corporations and other funding entities

C. PROGRAM MANAGEMENT: Ensure development and effective management of programs that fulfill the organization mission, including:

1. Train and manage program staff and volunteers
2. Provide leadership, support and direction to achieve program objectives
3. Work with the PAL Officers to establish and maintain best practices in youth development
4. Strengthen and manage the infrastructure required to expand and deliver programs
5. In conjunction with PAL Officers, monitor, evaluate and develop programs that meet changing client and community needs

D. BOARD OF DIRECTORS: Support the Board of Directors to fulfill its governance and fiduciary responsibilities, including:

1. Assist the Board to structure its work and activities effectively
2. Support Board Committees to accomplish their work, including board governance and cultivation
3. Maintain effective communications with Board members and the Board as a whole
4. Keep the Board informed of developments affecting the organization

E. **EXTERNAL RELATIONSHIPS & COMMUNICATIONS:** Build and maintain positive relationship with key constituencies, external stakeholders and the public, including:

1. Establish, cultivate and maintain relationships and communications with policy makers, community partners, media, funders, supporters, potential supporters and other stakeholders
2. Promote an understanding of the organization's mission, programs and related community issues
3. Implement public relations strategies to increase community visibility to funding sources and key community leaders
4. Serve as spokesperson for the organization

Qualifications

- Bachelor's degree required; advanced degree preferred
- Five years of management experience in a non-profit organization and demonstrated organizational growth and capacity-building skills
- Excellent facilitation and collaboration abilities
- Successful experience working with contributors and volunteers of all backgrounds
- Commitment to training and personal development

Compensation: Salary range - \$65-70k/year plus benefits

Application Procedure: Please submit cover letter and resume to info@hollywoodpal.org by FEBRUARY 12, 2016. No calls.